



DEPARTMENT OF THE NAVY
NAVAL WEAPONS STATION YORKTOWN
P.O. DRAWER 160
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 1650.2
OOM
11 Jan 02

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 1650.2

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: NAVAL WEAPONS STATION YORKTOWN STAFF SAILOR OF THE YEAR
(SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Sample Format for WPNSTA Yorktown Staff SOY
Nominations
(2) Sailor of the Year Interview Appraisal Work Sheet

1. Purpose. To provide guidelines and procedures for nominating, selecting, and recognizing the enlisted men and women on the staff of Naval Weapons Station (WPNSTA) Yorktown for Sailor of the Year (SOY).
2. Discussion. Reference (a) is the CNO Sailor of the Year Program and is the governing directive for the Staff SOY.
3. Eligibility. Candidates for SOY are typified by sustained superior performance, proven leadership, dedication to self-improvement, outstanding professionalism, and superior personal appearance. Special consideration should be given to individuals who have excelled in increasingly demanding and challenging assignments.
 - a. Cycle. The competitive cycle for SOY is based on calendar year, 01 January through 31 December.
 - b. Pay Grade Requirements. All staff personnel in pay grades E4 through E6 are eligible for nomination.
 - c. Automatic Nominations. Any staff personnel who have been selected as Naval Weapons Station Yorktown Sailor of the Quarter (SOQ) during one of the four quarters of the calendar year will be nominated for Naval Weapons Station Yorktown Staff SOY.
 - d. Time Onboard Requirements. Candidates normally must have 12 months at the command to be eligible for nomination.

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Exception - Individuals selected as Naval Weapons Station Yorktown SOQ during the competitive calendar year who are eligible for automatic nomination for SOY are exempt from the time onboard requirement.

4. Procedures

a. Nominations. Nominations for SOY will be submitted to the WPNSTA Command Master Chief (CMC).

(1) Format. Nominations for SOY will be submitted in accordance with the format of enclosure (1). Personnel selected as the Naval Weapons Station Yorktown Staff SOY will be nominated for the annual Commander Navy Region Mid-Atlantic (CNRMA) Shore SOY competition.

(2) Submission deadlines for nomination packages are due to the CMC the last full working day before the Christmas leave period begins.

b. Selection Committee (Board). The committee will convene annually to select the WPNSTA Yorktown Staff SOY. The committee will interview all candidates nominated using the Interview Appraisal Work Sheet listed in enclosure (2). Results of the committee will be forwarded to the Commanding Officer for final approval.

(1) Committee Membership. The WPNSTA CMC, all assigned Chief Petty Officers (CPOs), and two additional CPOs from storefront commands will serve on the committee.

(2) Time Line. The SOY committee will convene during the second week after the Christmas leave period ends.

5. Recognition

a. Naval Weapons Station Yorktown command plaque.

b. 96-hour Special Liberty.

c. 5-Day WPNSTA Recreation Cabin Certificate.

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d. Public Affairs press release for WPNSTA Yorktown base paper the Booster and the CNRMA base paper Flagship.

e. Special Enlisted Performance Evaluation.


K. L. SKUDIN

Distribution:

WPNSTA YORKTOWNINST 5216.2X

List I, II, III (Case A)

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***** SAMPLE FORMAT FOR WPNSTA YORKTOWN STAFF SOY NOMINATIONS*****

MEMORANDUM FOR WPNSTA COMMAND MASTER CHIEF

Subj: NAVAL WEAPONS STATION YORKTOWN STAFF SAILOR OF THE YEAR
NOMINATION

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Information to Support Nomination (include copies of
last two evaluations, college transcripts, copies of
educational degrees, etc, Letters of
Appreciation/Commendation/Sailor of the Quarter,
etc.)
(2) Service Record

1. Per reference (a), _____ is nominated as
the 20____ WPNSTA Yorktown Staff Sailor of the Year.

2. The following information is provided:

- a. Rate/Rank/Full Name/SSN:
- b. Date of Birth:
- c. Date Enlisted in the Navy:
- d. Date of Rate and Advancement History: (give dates)
- e. Warfare Qualification(s):
- f. Personal awards: (list all personal awards received
during career)
- g. Education Background: (list college courses attended,
years of formal schooling completed, degree(s) attained, Navy
schools and correspondence courses completed; do not include
training and/or in-rate professional courses required for
advancement)
- h. Command Involvement: (list of committees and functions
that nominee has participated in)

Enclosure (1)

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- i. Community Involvement: (list of off-duty activities nominee is/was involved in)
2. Previous Sailor of the Month/Quarter/Year: (if previously selected give date(s) and command(s))
3. Primary and Collateral Duties: Specific Accomplishments: (brief synopsis of significant professional achievements, which warrant selection as SOY)

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SAILOR OF THE YEAR INTERVIEW APPRAISAL WORK SHEET

SOY CANDIDATE: _____

PART A. SERVICE RECORD NOMINATION LETTER REVIEW

1. Performance Evaluations: (last 2 evaluations; subjective 5 pts. max for each evaluation) 1-10 pts.
2. Awards: (Personal Awards, NCM=3 pts., NAM=2 pts., Flag LOC Awarded during competitive CY=1 pt.) 10 pts. (MAX)
3. Warfare Qualification(s): (5 pts. each) 10 pts. (MAX)
4. Off-Duty Education: (Masters Degree=10 pts., BA/BS=8 pts., Associates=6 pts., USAFI/DANTES/College Level and Navy Correspondence Courses accomplished within competitive CY=1 pt. each. **EXCLUDE** all Navy Training and Correspondence Courses required for advancement) 10 pts. (MAX)
5. Command involvement: 1-10 pts.
6. Off-duty community involvement: 1-10 pts.
7. Collateral Duties: 1-10 pts.
8. Previous Sailor of the Month/Quarter/Year: (SOM=1 pt., JSOQ/SOQ=2 pts., SOY=5 pts.) 1-10 pts.
9. Strength of Accomplishments and Value to the Command: (Subjective - per Nomination Letter) 1-20 pts.

NOTE: MAXIMUM AVAILABLE POINTS FOR PART A IS 100.

Sub-Total Part A

Enclosure (2)

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SAILOR OF THE YEAR INTERVIEW APPRAISAL WORKSHEET

PART B. - PERSONAL INTERVIEW

- | | |
|---|---------------|
| 1. Personal Appearance | 20 pts. (MAX) |
| 2. Speaking Ability | 15 pts. (MAX) |
| 3. Self-Composure/Eye Contact | 15 pts. (MAX) |
| 4. Short Term and Long Range Goals | 15 pts. (MAX) |
| 5. Answers to Interview Questions (Subjective - 1-5 pts. per Question). | |

Question # 1.

Question # 2.

Question # 3.

Question # 4.

Question # 5.

25 pts. (MAX)

NOTE: MAXIMUM AVAILABLE POINTS FOR PART B IS 80.

Sub-total Part B

Total A + B

Interviewers Name, Rate and Date: